
THE CORPORATION OF THE DISTRICT OF KENT

BYLAW NO. 1514

"A bylaw to provide for the corporate records management system"

WHEREAS pursuant to the *Community Charter*, the municipal officer, being the Director of Corporate Services, is responsible for the preparation, maintenance, access and safe preservation of the minutes books and other records of the business of Council and its Committees;

AND WHEREAS in accordance with the *Freedom of Information and Protection of Privacy Act*, the District must make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely and to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal;

AND WHEREAS Council desires to manage and maintain the corporate records system of the District;

NOW THEREFORE the Council of the District of Kent, in open meeting assembled, hereby enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "Corporate Records Management Bylaw No. 1514, 2014" and comes into effect on the date of adoption.

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

CORPORATE FILE PLAN means the classification schema and retention schedules authorized by the Director of Corporate Services or designate for all record series;

CORPORATE RECORDS MANAGEMENT SYSTEM includes a system used by the District of Kent to manage the records of the District of Kent from record creation through to the final disposition of a record (disposal or long-term preservation);

DIRECTOR OF CORPORATE SERVICES means the person designated and authorized to act on behalf of the District of Kent to manage and maintain the corporate records management system;

MANUAL means the written manual for the corporate records management system;

RECORD includes books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

3. CORPORATE RECORDS MANAGEMENT SYSTEM

- 3.1 The Corporate Records Management System currently used by the District of Kent is authorized.

4. COMPLIANCE WITH CORPORATE RECORDS MANAGEMENT SYSTEM

- 4.1 All Records in the custody and control of the employees of the District of Kent are the property of the District of Kent.
- 4.2 All Records of the District of Kent must comply with this Corporate Records Management System and Bylaw.
- 4.3 All employees and management of the District of Kent must comply with this Bylaw.

5. DIRECTOR OF CORPORATE SERVICES

- 5.1 The Director of Corporate Services is responsible for the management and maintenance of the Corporate Records Management System.
- 5.2 The Director of Corporate Services is authorized to manage and maintain the Corporate Records Management System.
- 5.3 The Director of Corporate Services is designated and authorized to prepare, review, and amend the records retention schedule.
- 5.4 When the Director of Corporate Services determines that the retention period for a given Record described in the records retention schedule has ended, the Director of Corporate Services may order the Record to be destroyed or otherwise disposed of in accordance with the instructions in the records retention schedule.

6. MANUAL

- 6.1 The Director of Corporate Services is authorized to create and maintain the Manual, including the Corporate File Plan, in consultation with all departments of the District of Kent.
- 6.2 Records of the District of Kent are created, accessed, maintained and disposed of only as provided by the Manual.
- 6.3 The Manual must provide for management of the Records of the District of Kent and include provisions regarding:
 - 6.3.1 The creation and organization of Records including Records not authorized for collection);
 - 6.3.2 The collection of Records (including records not authorized for collection);
 - 6.3.3 Access to Records;
 - 6.3.4 Disclosure of Records;
 - 6.3.5 Maintenance of Records;
 - 6.3.6 Retention of Records;
 - 6.3.7 Security of Records;
 - 6.3.8 Storage of Records;
 - 6.3.9 Preservation of Records;
 - 6.3.10 Disposal of Records; and
 - 6.3.11 Any other matter(s) the Director of Corporate Services authorizes to be included in the Manual.

7. INTEGRITY AND AUTHENTICITY MAINTAINED

- 7.1 The Corporate Records Management System must maintain the integrity and authenticity of Records made or kept in the usual and ordinary course of business.

8. AUTHORIZATION TO AMEND MANUAL

- 8.1 The Director of Corporate Services is authorized to amend the Manual.

9. COMPLIANCE WITH THE LAW

- 9.1 The Corporate Records Management System must comply with the Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.

10. RECORDS RETENTION SCHEDULE

- 10.1 The Records Retention Schedule must prescribe the period of time that Records are kept to meet operational, legal, regulatory, financial or other requirements of the District of Kent including instructions as to the manner and time of the disposition of a Record.

11. ADMINISTRATIVE PROVISIONS

- 11.1 If any section, subsection, paragraph or clause of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.
- 11.2 "Records Retention Bylaw No. 1414, 2008" and amendments thereto are hereby repealed.

READ A FIRST TIME this 14th day of October 2014.

READ A SECOND TIME this 14th day of October 2014.

READ A THIRD TIME this 14th day of October 2014.

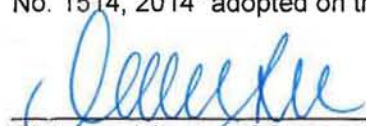
FINALLY PASSED AND ADOPTED this 27th day of October 2014.

CERTIFIED CORRECT:


John Van Laerhoven, Mayor


Wallace Mah, Chief Administrative Officer

CERTIFIED A TRUE & CORRECT COPY
of "Corporate Records Management Bylaw
No. 1514, 2014" adopted on the 27th day of October, 2014


Clair Lee, Director of Corporate Services